

**OFFICE OF THE ATTORNEY GENERAL**

**Administrative Hearings Branch 1024**

**Capital Center Drive, Suite 200**

**Frankfort, Kentucky 40601**

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**Re: Hearing Officer Training**

**TRAINING REQUIREMENTS FOR HEARING OFFICERS**

**See KRS Chapter 13B and 40 KAR 5:010**

1. Eighteen (18) hours of approved training courses for initial hearing officer training is required. Three (3) hours should be specific to KRS Chapter 13B.
2. Up to two years of previously attended training courses may be approved for credit toward hearing officer certification. Review KRS Chapter 13B and 40 KAR 5:010 for topics that may be approved.
3. Basic (initial) training for KRS 13B hearings is provided by the Administrative Hearings Branch in March of each year and is required for initial 18 hours of hearing officer certification.
4. Additional training is provided in October of each year, which can be used toward continuing legal education and the initial 18 hours of hearing officer certification.
5. DVDs of previously recorded live presentations can be purchased from our website at <http://ag.ky.gov/civil/admin> for initial or continuing education, but cannot be used for all 18 hours of initial certification. Complete the *Order Form and Invoice* and send payment as noted.
6. For approval of other administrative law credit, please provide the following information in writing:
  - a. Date and name of sponsor for the training course;
  - b. A copy of the outline, manual, or other instructional information, including the subject matter and amount of time allotted for each subject; and
  - c. Include each speaker's name and title.